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**PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
23 February 1984 - 29 February 1984**

**I. Items or Events of Major Interest that Have Occurred
During the Preceding Week**

A. Digital Prepress: The new Atex Release 4 Edit 1 hardware and a new DEST Optical Character Reader (OCR) were delivered this week in support of the Printing and Photography Division (P&PD) Electronic Text Editing and Composition System (ETECS). Both the Atex and Dest items will be installed on 29 February 1984.

B. ADP Activities: Bids for the installation of a raised floor in the new Printing and Photography Building Management Information System (P&PD MIS) Communications Equipment Room will be returned to Procurement Division by 7 March 1984. Award of a contract is scheduled for 9 March with installation to be completed by 16 March. It is anticipated that OC will install all necessary communications equipment for the P&PD MIS by the beginning of May.

C. Copier Activities:

1. In response to a request from General Purchasing Branch (GPB), the Copier Management Program (CMP) in P&PD has prepared an evaluation of seven vendors interested in supplying the Agency with copier supplies for use in Xerox copiers. The evaluation performed by the CMP was based on CMP-defined and manufacturer recommended evaluation considerations, Agency experience, and feedback from other agencies.

2. A quarterly report on copiers which identifies copier locations, volumes, and costs will be distributed to all Directorate Records Management Officers (RMOs) to assist them in conducting preliminary reviews of copier requests in coordination with the Copier Management Program. Also distributed to them will be new copier request forms for use by components and the RMOs.

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D. Quality Circles Activities: On Thursday, 23 February 1984, a Quality of Work Life (QWL) Survey designed especially for P&PD by the Psychological Services Division/Office of Medical Services (PSD/OMS) was administered to 203 P&PD personnel. The format of the PSD survey attempted to focus on previously-identified problem areas such as communications at specific supervisory and management levels. It also focused on Quality Circles participation, attitudes, and perceptions. The surveys will be processed by PSD/OMS and the results forwarded in several weeks.

E. P&PD/OTS Joint Production Study: P&PD representatives met with OTS representatives to discuss the upcoming joint staff study on P&PD and OTS production capabilities, duplication of efforts, and feasibility of consolidating functions. Following the meeting, a tour of the OTS facilities was given. A second meeting was scheduled for Tuesday, 28 February 1984, at which time a concept/tasking memorandum was reviewed, P&PD support was discussed, and the OTS representatives received a tour of the P&PD facilities.

F. P&PD Production: P&PD received a record 253 printing jobs this week. Most have been planned and are completed or are in production. The COM (Computer Output Microfilm) Center also set a record high of processing and mailing 585 jobs in a single day this week.

G. P&PD Field Support: A P&PD Photography Branch employee recently returned from an eight-day TDY in support of a DDO field operation.

II. Significant Events Anticipated During the Coming Week

None



C/P&PD/OL

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